



Citizen's Guide to

CAMPAIGN SIGN INSTALLATION

CANDIDATE GUIDELINES & REGULATIONS

The city receives many inquiries from citizens and council candidates during the election process regarding the placement and display of political signs. Scottsdale recognizes the need to balance several goals — aesthetics, public safety and informing the electorate. The following summary of city safety standards and code requirements will help you and your campaign comply with city regulations.

DESIGNATING A CONTACT PERSON

Each campaign must designate a contact person for the purpose of addressing any conflicts that may arise regarding the placement of a political sign, and to be responsible for placement and removal of a sign. The name, fax number and phone number of that point-person should be provided to the city's One Stop Shop (see "City Contact Information") before installing a sign, and should be noted on each sign. In addition, once all signs are placed, contacts must submit a city map indicating the location of all sign placements and return it to the One Stop Shop.

PLACEMENT AND REMOVAL OF SIGNS

Because of their construction and material, temporary political signs are prone to create problems of maintenance, litter and blight. For this reason, temporary signage is limited to a display period of no more than 120 days (see Sec. 8.607 of the Revised Zoning Ordinance). Persons placing signs that exceed permissible time limit will be subject to citations and fines.

TEMPORARY SIGNAGE STICKERS

To determine the 120 day display period, all temporary political signs must display a "temporary signage sticker" that can be obtained free of charge by visiting the city's One Stop Shop (see "City Contact Information"). The "temporary signage stickers" indicate the signage installation date and the name of the point-person responsible for placement and removal. Any temporary sign that does not include the required information or remains beyond the 120 days may be removed by the city.

SIZE AND HEIGHT LIMITATIONS

Political signs must meet size and height requirements (see Sec. 8.607 of the Revised Zoning Ordinance). Signage should not exceed a surface area of 16 square feet. If placed behind a dedicated scenic corridor easement and on private property, signs may not exceed a surface area of more than 32 square feet. The maximum height of all signage must not exceed 10 feet.

INSTALLATION STANDARDS/NO-FEE ENCROACHMENT PERMIT

When possible, all signs should be located outside of the right-of-way. Actual right-of-way dimensions vary depending on improvements and street designs. Because of this variation, all signs must be 15 feet from back of street improvements or edge of curb(see drawings “A-F”), and must be outside the 25-foot safety triangle at intersections, driveways, and curb cuts (see drawing “G”).

Included in this packet are diagrams that may help in determining where the 15 feet is typically located:

1. Drawings illustrating residential, collector and arterial streets
2. A drawing illustrating the 25-foot safety triangle. (The safety triangle ensures that signs installed on a street corner, driveway, curb cut, or other intersection do not obstruct the view of motorists. This is an enforcement priority.)

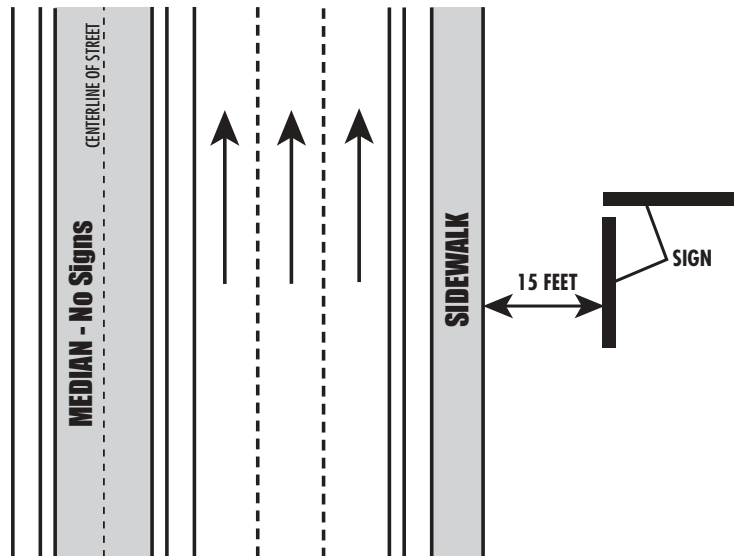
Because of the potential risk cause by sign placement in the right of way, before placing a sign in the city’s right-of-way you must obtain a no-free encroachment permit and display it on any sign placed within the right-of-way, or such sign will be subject to removal. The Encroachment Permit may be obtained by visiting the city’s One Stop Shop (see “City Contact Information” below).

CITY CONTACT INFORMATION

- To obtain a Temporary Signage Sticker and city map and to apply for a No Fee Encroachment Permit:

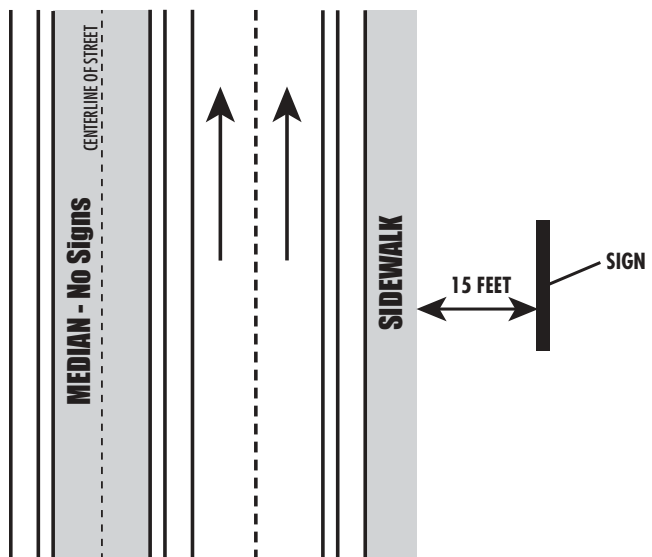
One Stop Shop
7447 E. Indian School Rd. Ste. 100
Hours: M-F, 8-5 p.m.
(480) 312-7034

- For Code Enforcement-related questions:
Code Enforcement Hotline
(480) 312-2546



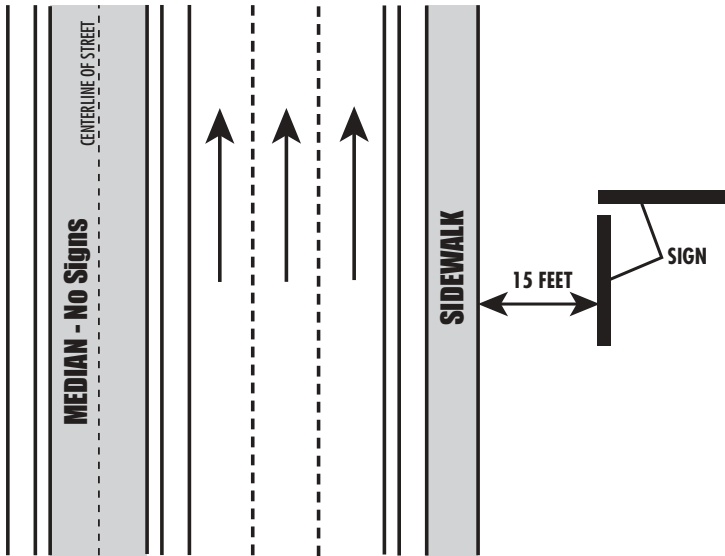
Major Arterial Street

Drawing A



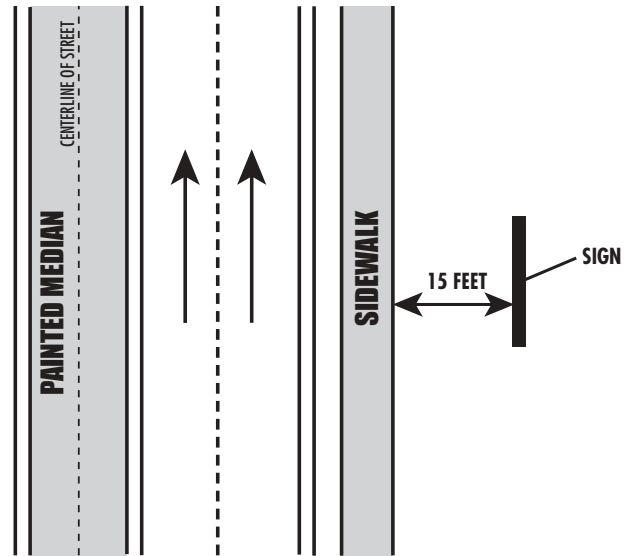
Minor Arterial Street

Drawing B



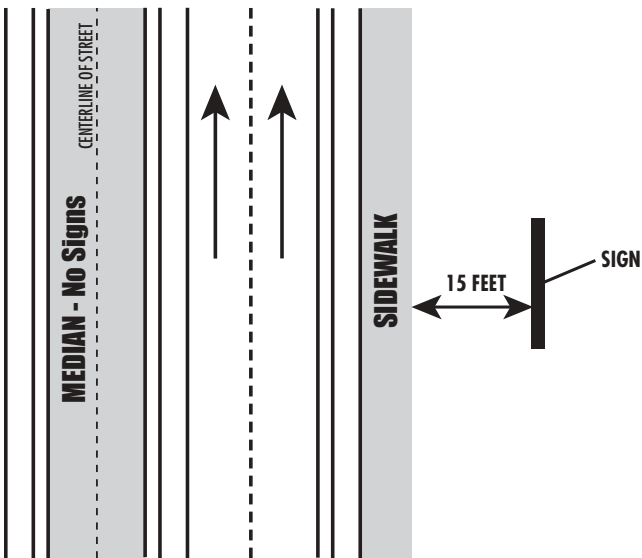
Major Arterial Street

Drawing C



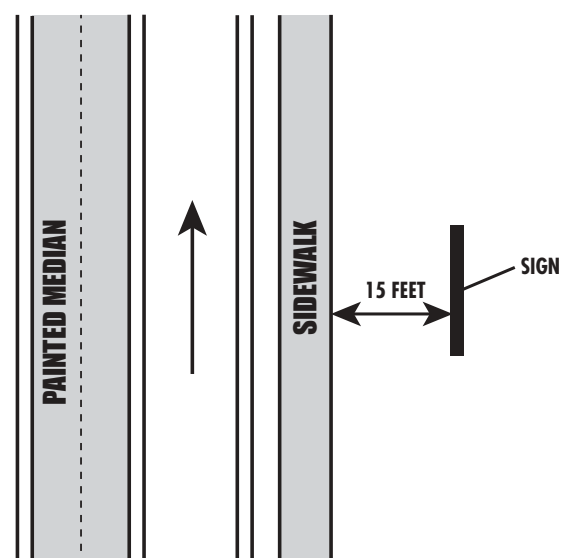
Major Collector Street

Drawing E



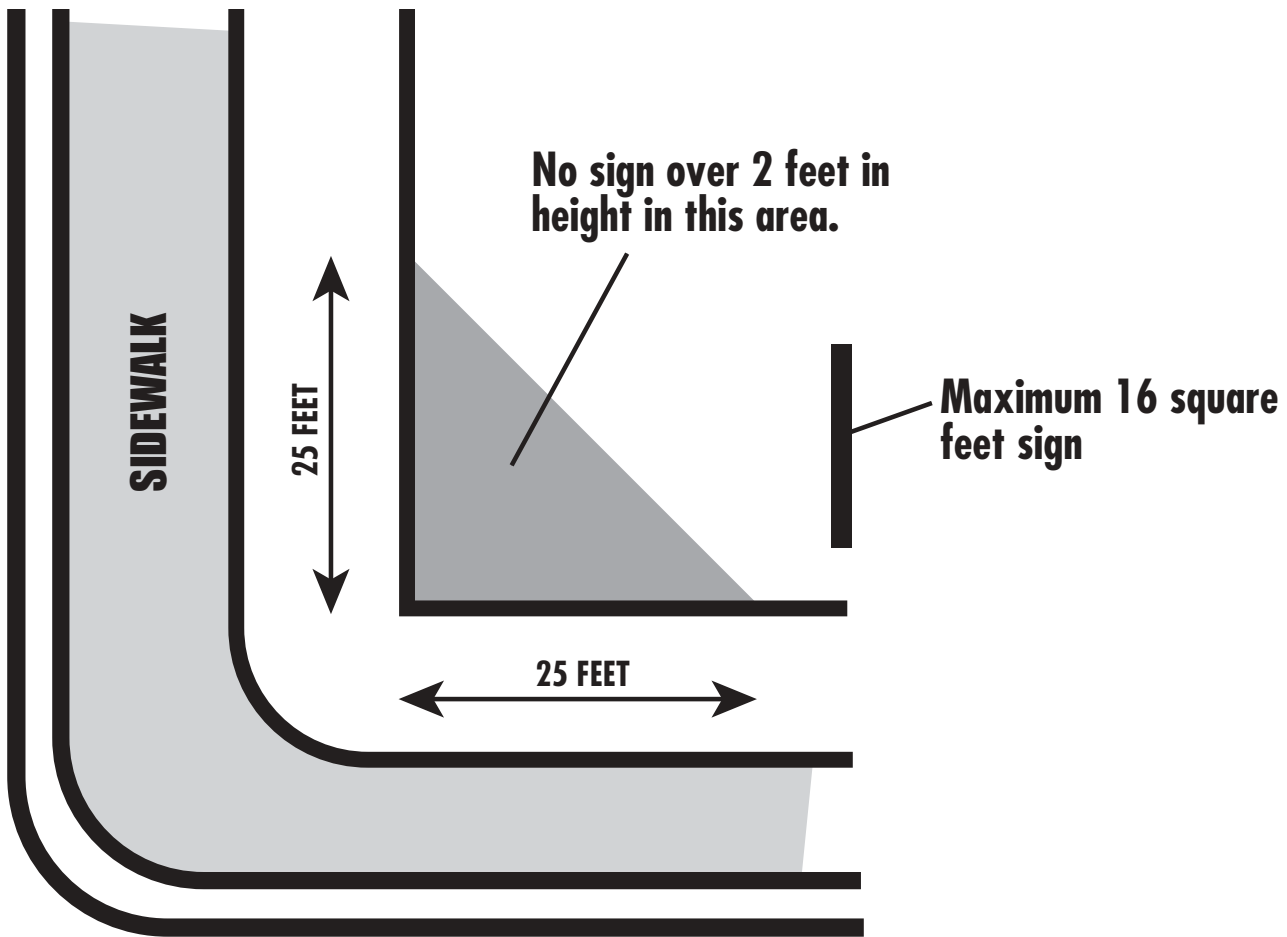
Minor Arterial Street

Drawing D



Minor Collector Street

Drawing F



25 Feet Corner Safety Triangle

Drawing G